

<p><b>Job Title:</b> Events and Corporate Fundraising Assistant</p>	<p><b>Direction and guidance from:</b> Business Development Manager</p> <p><b>Link to:</b> Senior Events Managers team Corporate Fundraising Manager, Assistant Director Central Events and High Value Relationships</p>	<p><b>Primarily reports to:</b> Business Development Manager</p>
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**Role Summary:**

- To deliver administrative support, and database management for the Central Events and Corporate teams, assisting with the delivery of a high standard of supporter care.
- To hold responsibility for coordinating and growing our event community: The Fundraising Army.
- Work with the Central Events team to develop The Fundraising Army, including drafting engaging content across social media platforms and email marketing.
- To support the Central Events and Corporate teams in maximising income for the Charity through its activities, including close liaison with the regional teams.
- To work with the Corporate Partnerships Manager to research and reporting on existing and prospective corporate partners, supporting income and relationship development.
- To support broader activity across the team, including through practical support for Central Events and potentially outreach to secure lower level support such as auction items or in kind support for these events.

**Specific Tasks**

- Undertaking administrative tasks to support the wider team including:
  - Monthly credit card reconciliation.
  - JustGiving coding.
  - Updating Salesforce (Fundraising CRM) with relevant information as required.
  - Batching income regularly and arranging thanking for gifts within one week of receipt.
  - Ad hoc activity such as delivery of mailings and email communication to supporters.
- Researching potential corporate supporters and arranging outreach to prospective low-level supporters as directed.
- Assisting with the creation of documents for the Central Events and Corporate teams, for our external supporters, communicating about our work and opportunities to support.
- Inputting and updating data on Salesforce (Fundraising CRM), including on supporters, gifts, and events attendance
- Regularly working with MS Office tools including editing, proofing and writing content using Word and feeding into Excel documents, as well as monitoring a number of inboxes.

- Acting as a point of contact for Central Events participants and lower level Corporate supporters as directed.
- Engaging with participants and supporters at Central Events as directed, supporting relationship building and the smooth running of events.
- Engaging and developing relationships with other teams within ABF, notably Finance, Marketing and Communications and Community Fundraising to enable smooth communication, de-duplication, gathering of necessary information and identification of and solutions to administrative issues related to the Corporate and Central Events programmes.
- Regularly creating content to be shared through media platforms.
- Assisting the Central Events team at events, including practical and administrative support; whilst London based, this appointment involves travel around the UK, and occasionally overseas.
- Must be willing to work outside of core hours and at weekends when necessary (TOIL scheme available).

**Person Specification**

- Well-developed written and oral communication skills.
- Ability to manage pressure.
- Passion for learning.
- A self-starter, proactive, collegiate, with drive and commitment.
- Strong empathy with the cause of the Charity and its beneficiaries.
- A demonstrable interest in fundraising and engagement.
- Excellent interpersonal skills and the ability to interact and work effectively with all elements of the Charity and supporting volunteers.

<p><b>Agreed by:</b> Senior Events Manager Head of High Value Relationships AD Central Events and High Value Relationships</p>	<p><b>Signature:</b> <i>Katy Wildman</i> <i>Daniel Jones</i> <i>Stephen Oatley</i></p>	<p><b>Date:</b> 29 June 2026 29 June 2026 29 June 2026</p>
<p><b>Approved by:</b> Chief Executive</p>	<p><b>Signature:</b> <i>Tim Hyams</i></p>	<p><b>Date:</b> 30 June 2026</p>